



Training Room Request Form

Minerals Management Service

381 Elden Street
Herndon, VA 20170

For Reservations Call: (703) 787-1258



1. Bureau Information

Bureau Name: _____
Address: _____
City, State, Zip: _____
Funding Authorized by: _____
Phone: _____
Date: _____
Account No : _____

2. Room Request Dates

Class Begin Date: _____
Class End Date: _____
Date for Configuration: _____
Total Days Requested: _____
Payment: Payment is required for each day the classroom is reserved, as well as, each set-up day. Room fees are set at a flat rate of \$275.00 a day.
Total days requested: _____
Total fee: _____

3. Accessories Requested (Check all that apply)

Overhead Projector: ☐ Sharp Projector: ☐ Flip Board: ☐ Teleconferencing: ☐
Erased writing board: ☐ V.C.R.: ☐ 27" Color TV: ☐

4. PC Configuration

Requesting agency configuration information:

Software Product Needed: _____ Number of PC's needed (max 16): _____
Version/ Type: _____
Number of Licenses: _____

Configuration performed by (Check one):
Bureau: ☐
MMS: ☐

5. MMS Authorization

MMS authorizing official:

Print Name and Title: _____

Requesting Agency Please Sign, and Date, with your Agency Phone Number: _____

Miscellaneous:

1. If a cancellation occurs prior to 10-business days before the scheduled training date, there will be no charge to the bureau /agency, otherwise, there will be a charge of \$110 per day for the total number of days reserved.
2. All configurations must occur during the specified beginning and ending dates of the training session.
3. If MMS is required to configure PC's after hours, an overtime charge will be added @ 25.70 per hour, per person.
4. If cancellation occurs, the training room will be leased on a first-come, first-serve basis.
5. Class attendend may receive phone mail message at EXT: X1073